

2023-2024 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



LOCATION/DEPARTMENT: Montfort / Trustee

PAYABLE TO: Cynthia Leyson

DATE: Oct 01, 2023

Claim Totals		Office Use
Unit Total (A+B)	\$156.50	Purchase Order #:
GST/HST Total (A+B)	\$7.83	Authorization:
Adjusted Unit Amount	\$159.01	GL Codes Optional:
68% of GST/HST	\$5.32	

Claim Total (Reimbursement): \$164.33

Applicant Signature

Admin/Approval Signature

X

no receipts entered

Date	From	To	Comment	Distance (km)
Sep 05, 2023	Deerpark	Montfort	special board meeting	8.3
	Montfort	Deerpark	special board meeting	8.3
Sep 11, 2023	Deerpark	Monfort	ATA prep	8.3
	Monfort	Deerpark	ATA prep	8.3
Sep 12, 2023	Deerpark	St. Gregory	opening liturgy	20
	St. Gregory	Deerpark	opening liturgy	20
Sep 14, 2023	Deerpark	St. Gregory	Parents info night	20
	St. Gregory	Deerpark	Parents info night	20
Sep 18, 2023	Deerpark	Montfort	special board meeting	8.3
	Montfort	Deerpark	special board meeting	8.3
Sep 29, 2023	Deerpark	St. Marys Parish	Teachers formation night	3.3
	St. Marys Parish	Deerpark	Teachers formation night	3.3
Sep 20, 2023	Deerpark	Montfort	Compensation meeting	8.3
	Montfort	Deerpark	Compensation meeting	8.3
Sep 21, 2023	Deerpark	St. Lorenzo	SLR school council meeting	9.9

Date	From	To	Comment	Distance (km)
	St. Lorenzo	Deerpark	SLR school council meeting	9.9
Sep 25, 2023	Deerpark	Montfort	Speccial board meeting	8.3
	Montfort	Deerpark	special board meeting	8.3
Sep 26, 2023	Deerpark	Montfort	regular board meeting	8.3
	Montfort	Deerpark	regular board meeting	8.3
Sep 28, 2023	Deerpark	Notre Dame	meet you at the pole	3.4
	Notre Dame	Deerpark	meet you at the pole	3.4
Sep 28, 2023	Deerpark	Montfort	Appeaal hearing	8.3
	Montfort	Deerpark	Appeaal hearing	8.3
Sep 28, 2023	Deerpark	St. Gregory	SGTG School council	20
	St. Gregory	Deerpark	SGTG School council	20

Distance Total (km) 269.4

Distance Total Year (km) 1609.1 ~~269.4~~

Rate \$0.61

GST Total \$7.83

Unit Total \$156.50

Mileage Total

\$164.33

2023-2024 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



LOCATION/DEPARTMENT: Montfort / Trustee

PAYABLE TO: Cynthia Leyson

DATE: Nov 01, 2023

Claim Totals		Office Use
Unit Total (A+B)	\$439.69	Purchase Order #:
GST/HST Total (A+B)	\$21.72	Authorization:
Adjusted Unit Amount	\$446.63	GL Codes Optional:
68% of GST/HST	\$14.77	

Claim Total (Reimbursement): \$461.40

Applicant Signature

Admin/Approval Signature

A: RECEIPTS

Date	Vendor	Description	Receipt Total	GST & HST	Unit Amount
Oct 14, 2023	Western premier	hotel	\$148.23	\$6.80	\$141.43
			Receipts Total		\$148.23
			GST/HST Total		\$6.80
			Unit Total		\$141.43

Denham Inn & Suites
5207 50th Avenue
Leduc, AB T9E 6V3

Fax: (780)986-1511
Email: premierguestservices@denhamhotels.com

Phone: (780)986-2241

Web: www.bestwesterndenham.com



PREMIER
BEST WESTERN®

Guest Charges

Best Western Rewards # : 6006637765988985

Folio #: 510306 **Guest : Leyson, Cynthia** Conf #: 445628
Room #: 217 BWR Tier : BASE CRS #: BW 617432906-01
Payment Method : Credit Card Billing Reference :
Rate : Company : ACSTA: Alberta Catholic School Trustees' Association Arrival: 10/13/2023
10/13/2023 \$135.99 5210 61 Street Departure: 10/14/2023
Red Deer, AB T4N 6N8

Next Payment Due: 10/14/2023
Estimated Next Payment Amount:

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
10/13/2023	Room Charge	Auto Posted Rate: RACK		217	\$135.99		\$135.99
10/13/2023	Tourism Levy Tax	Auto Posted Rate: RACK		217	\$5.44		\$141.43
10/13/2023	Room GST Tax	Auto Posted Rate: RACK		217	\$6.80		\$148.23
10/14/2023	Visa	VI4010		217		\$148.23	\$0.00
Balance							\$0.00

Tax Summary	
Tourism Levy Tax	\$5.44
Room GST Tax	\$6.80

Additional Estimated Charges (Room, Tax, Other) through 10/13/2023 \$0.00

Credit Card Payment

Payment Type: Credit Card Amount Paid: \$0.00
Account: VI4010 Approval Code:
Account Holder: P.MR/LEYSON/ROGELIO Approval Amount: (\$148.23)

GST #104119318

I agree that my liability for all charges is not waived.

Guest Signature

Date	From	To	Comment	Distance (km)
Oct 05, 2023	Deerpark	Notre Dame	Thanksgiving liturgy	3.4
	Notre Dame	Deerpark	Thanksgiving liturgy	3.4
Oct 05, 2023	Deerpark	Montfort	ATA prep	8.3
	Montfort	Deerpark	ATA prep	8.3
Oct 06, 2023	Deerpark	Montfort	ATA negotiation	8.3
	Montfort	Deerpark	ATA negotiation	8.3
Oct 10, 2023	Deerpark	Montfort	school tours	8.3
	Montfort	Deerpark	school tours	8.3
Oct 13, 2023	Deerpark	Montfort	special meeting	8.3
	Montfort	Deerpark	special meeting	8.3
Oct 13, 2023	Deerpark	Leduc	ACSTA summit	127
	Leduc	Deerpark	ACSTA summit	127
Oct 16, 2023	Deerpark	Montfort	ASBA	8.3
	Montfort	Deerpark	ASBA	8.3
Oct 16, 2023	Deerpark	Maryview	School council	3.5
	Maryview	Deerpark	School council	3.5
Oct 17, 2023	Deerpark	Montfort	school tours	8.3
	Montfort	Deerpark	school tours	8.3

Date	From	To	Comment	Distance (km)
Oct 17, 2023	Deerpark	Montfort	school tours	8.3
	Montfort	Deerpark	school tours	8.3
Oct 19, 2023	Deerpark	St. Lorenzo	school council	9.9
	St. Lorenzo	Deerpark	school council	9.9
Oct 23, 2023	Deerpark	Montfort	board mini retreat	8.3
	Montfort	Deerpark	board mini retreat	8.3
Oct 25, 2023	Deerpark	St. Gregory	Read A thon	20
	St. Gregory	Deerpark	Read A thon	20
Oct 26, 2023	Deerpark	St. Lorenzo	grand opening	9.9
	St. Lorenzo	Deerpark	grand opening	9.9
Oct 27, 2023	Deerpark	Monfort	board meeting	8.3
	Monfort	Deerpark	board meeting	8.3
Oct 31, 2023	Deerpark	Montfort	school tours	8.3
	Monfort	Deerpark	school tours	8.3

Distance Total (km) 513.4

Previous Months YTD (km) 1609.1 -0

New YTD for Next Month (km) 2122.5^{-513.4}

GST Total \$14.92

Unit Total

\$298.26

Mileage Total

\$313.17

2023-2024 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

LOCATION/DEPARTMENT: Montfort / Trustee

PAYABLE TO: Cynthia Leyson

DATE: Nov 29, 2023

Claim Totals

Office Use

Unit Total (A+B) ~~\$1,196.36~~ 1215.83
GST/HST Total (A+B) ~~\$48.42~~ 59.37
Adjusted Unit Amount \$1,211.86
68% of GST/HST \$32.93

Purchase Order #:

Authorization:

GL Codes Optional:

Claim Total (Reimbursement): ~~\$1,244.78~~ 1275.20

Applicant Signature

Admin/Approval Signature

A: RECEIPTS

Date	Vendor	Description	Receipt Total	GST & HST	Unit Amount
Nov 17, 2023	Westin Edmonton	hotel	\$979.80 ✓	45.30 \$35.80	934.50 \$944.00

Receipts Total \$979.80

GST/HST Total 45.30 \$35.80

Unit Total 934.50 \$944.00

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Cynthia Leyson
 AL4335 - Alberta Catholic School Truste

Page Number : 1 Invoice Nbr : 1000320988
 Guest Number : 1503920
 Folio ID : A
 Arrive Date : 16-NOV-23 12:04
 Depart Date : 21-NOV-23 12:01
 No. Of Guest : 1
 Room Number : 1215
 Marriott Bonvoy Number :

Information Invoice

Tax ID : 777689332RT0001

The Westin Edm YEGWI NOV-21-2023 02:50 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-NOV-23	RT1215	Room Chrg - Grp - Association	139.00	
16-NOV-23	RT1215	GST	7.16	
16-NOV-23	RT1215	DMF	4.17	
16-NOV-23	RT1215	Tour Levy	5.73	
16-NOV-23	RT1215	Parking Self	38.00	
16-NOV-23	RT1215	GST	1.90	
17-NOV-23	RT1215	Room Chrg - Grp - Association	139.00	
17-NOV-23	RT1215	GST	7.16	
17-NOV-23	RT1215	DMF	4.17	
17-NOV-23	RT1215	Tour Levy	5.73	
17-NOV-23	RT1215	Parking Self	38.00	
17-NOV-23	RT1215	GST	1.90	
18-NOV-23	RT1215	Room Chrg - Grp - Association	139.00	
18-NOV-23	RT1215	GST	7.16	
18-NOV-23	RT1215	DMF	4.17	
18-NOV-23	RT1215	Tour Levy	5.73	
18-NOV-23	RT1215	Parking Self	38.00	
18-NOV-23	RT1215	GST	1.90	
19-NOV-23	RT1215	Room Chrg - Grp - Association	139.00	
19-NOV-23	RT1215	GST	7.16	
19-NOV-23	RT1215	DMF	4.17	
19-NOV-23	RT1215	Tour Levy	5.73	
19-NOV-23	RT1215	Parking Self	38.00	
19-NOV-23	RT1215	GST	1.90	
20-NOV-23	RT1215	Room Chrg - Grp - Association	139.00	
20-NOV-23	RT1215	GST	7.16	
20-NOV-23	RT1215	DMF	4.17	
20-NOV-23	RT1215	Tour Levy	5.73	

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Cynthia Leyson
 AL4335 - Alberta Catholic School Truste

Page Number : 2 Invoice Nbr : 1000320988
 Guest Number : 1503920
 Folio ID : A
 Arrive Date : 16-NOV-23 12:04
 Depart Date : 21-NOV-23 12:01
 No. Of Guest : 1
 Room Number : 1215
 Marriott Bonvoy Number :

Date	Reference	Description	Charges (CAD)	Credits (CAD)
20-NOV-23	RT1215	Parking Self	38.00	
20-NOV-23	RT1215	GST	1.90	
NOV-21-2023	VI	Visa ✓		-979.80 ✓

Approve EMV Receipt for VI - 4010: PIN Verified
 TC:B3F6D4A93C2D6B73 IAD:06020A03642002 TVR:0080008000
 AID:A0000000031010 Application Label:SCOTIABANK VISA

** Total 979.80 -979.80
 *** Balance -0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at westin.com.

Tell us about your stay. www.westin.com/reviews

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Cynthia Leyson
 AL4335 - Alberta Catholic School Trustee

Page Number : 3 Invoice Nbr : 1000320988
 Guest Number : 1503920
 Folio ID : A
 Arrive Date : 16-NOV-23 12:04
 Depart Date : 21-NOV-23 12:01
 No. Of Guest : 1
 Room Number : 1215
 Marriott Bonvoy Number :

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-16-2023	139.00	7.16	5.73	0.00	0.00	44.07	195.96	0.00
11-17-2023	139.00	7.16	5.73	0.00	0.00	44.07	195.96	0.00
11-18-2023	139.00	7.16	5.73	0.00	0.00	44.07	195.96	0.00
11-19-2023	139.00	7.16	5.73	0.00	0.00	44.07	195.96	0.00
11-20-2023	139.00	7.16	5.73	0.00	0.00	44.07	195.96	0.00
<hr/>								
Total	695.00	35.80	28.65	0.00	0.00	220.35	979.80	0.00

Bring the Westin experience home. Shop WestinStore.com.

Date	From	To	Comment	Distance (km)
Nov 03, 2023	Deerpark	St. Gregory	Business gala	20
	St. Gregory	Deerpark	Business gala	20
Nov 13, 2023	Deerpark	Montfort	Sp.meeting	8.3
	Montfort	Deerpark	Sp.meeting	8.3
Nov 16, 2023	Deerpark	Westin Edmonton	ACSTA/AGM	159
	Westin Edmonton	Deerpark	ACSTA/AGM	159
Nov 22, 2023	Deerpark	St. Lorenzo	Trustees summit	9.9
	St. Lorenzo	Deerpark	Trustees summit	9.9
Nov 23, 2023	Deerpark	Notre Dame	Sch council	3.4
	Notre Dame	Deerpark	Sch council	3.4
Nov 23, 2023	Deerpark	Montfort	Sp meeting	8.3
	Montfort	Deerpark	Sp meeting	8.3
Nov 28, 2023	Deerpark	Montfort	board meeting	8.3
	Monfort	Deerpark	board meeting	8.3

Distance Total (km)

434.4

Previous Months YTD (km)

212.5

New YTD for Next Month (km)

255.9 434.4

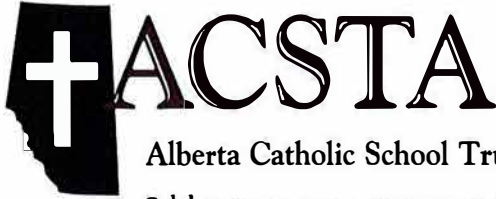
GST Total

14.57 \$12.62



Unit Total 281.33 \$252.36

Mileage Total 295.4 \$264.98



Alberta Catholic School Trustees' Association

Celebrate, preserve, promote and enhance Catholic education

Suite 205, 9940 - 106 Street
Edmonton, Alberta, Canada T5K 2N2

Phone: (780) 484-6209
Internet: www.acsta.ab.ca e-mail: admin@acsta.ab.ca

Date: November 22, 2023

Invoice No.: 5269

Attention: Maria St. Pierre
Red Deer CSSD

ACSTA AGM & Convention – *Courage to Lead*
November 17 - 19, 2023 The Westin Edmonton

Reg. Type	First Name	Last Name	Reg. Fee (\$580)	Banq. (\$95)	Total
00093 Delegate	Kathleen	Finnigan	\$ 580.00	\$ 95.00	\$ 675.00
05412 Delegate (Banq. 1 comp.+1)	Murray	Hollman	\$ 580.00	\$ 95.00	\$ 675.00
06513 Delegate	Cynthia	Leyson	\$ 580.00	\$ 95.00	\$ 675.00
06512 Delegate	Dorraine	Lonsdale	\$ 580.00	\$ 95.00	\$ 675.00
03964 Delegate	Anne Marie	Watson	\$ 580.00	\$ 95.00	\$ 675.00
Total Amount Due:			\$ 2,900.00	\$ 475.00	\$ 3,375.00

*GST exempt.



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8
 Phone: 780.482.7311 Fax: 780.482.5659
 www.asba.ab.ca email: finance@asba.ab.ca

Invoice

Date	Invoice #
11/30/2023	2023102

INVOICE TO

Red Deer CS School Division
 5210 - 61 Street
 Red Deer, AB T4N 6N8

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
	000-51000-10	Registration as attached - ASBA Fall General Meeting	3,375.00	3,375.00
		GST on sales	5.00%	168.75
			Subtotal	CAD 3,375.00
			GST 5%	CAD 168.75
			Total	CAD 3,543.75

Electronic Funds Transfer (EFT) Option:
 Bank of Nova Scotia
 Beneficiary: Alberta School Boards Association
 Transit #: 12989
 Bank #: 002
 Account #: 0386014
 Send payment notifications to finance@asba.ab.ca

All staff services
All 6510.

Alberta School Boards Association
Fall General Meeting
November 19-21, 2023

	School Board	Acctg Code	First Name	Last Name	Title	Reg Type	Reg Fee	Discount	Total
00693	Red Deer Catholic	red01	Kathleen	Finnigan	Superintendent	Regular	\$675.00	\$0.00	\$675.00
07408	Red Deer Catholic	red01	Laurel	Latka	Secretary-Treasurer	Regular	\$675.00	\$0.00	\$675.00
06513	Red Deer Catholic	red01	Cynthia	Leyson	Trustee	Regular	\$675.00	\$0.00	\$675.00
06512	Red Deer Catholic	red01	Dorraine	Lonsdale	Vice-Chair	Regular	\$675.00	\$0.00	\$675.00
03964	Red Deer Catholic	red01	Anne Marie	Watson	Trustee	Regular	\$675.00	\$0.00	\$675.00
	Red Deer Catholic Total							\$0.00	\$3,375.00

Clover ID: N31D15CJWR1ZC

WOODWORK

WOODWORK

WOODWORK

10132-100 STREET NW
EDMONTON, AB T5J 0N8
7809383689
WWW.NONE.COM

WOODWORK
10132-100 STREET NW
EDMONTON, AB T5J 0N8
7809383689
WWW.NONE.COM

ORDER: 7
Dine In

20-Nov.-2023 8:11:16p.m.
Transaction **205657**

ORDER: 7
Dine In

20-Nov.-2023 6:25:11p.m.
Guest 2

- 1 Gnocchi \$26.00
- 2 Beet Salad \$32.00
- 1 Brussel Sprouts \$21.00
Elote
- 1 Woodwork Sausage \$12.00
- 1 Smoked Mac and Cheese \$17.00
- 1 Woodwork Burger \$26.00
Add Mushrooms \$3.00
- 1 Woodwork Burger \$26.00
- 1 Open Food \$5.00
sub salad with beet salad

Subtotal \$168.00
GST 5% \$8.40
Total \$176.40

www.woodworkyeg.com

Subtotal \$168.00
GST 5% \$8.40
Total \$176.40
Tip \$31.75
CREDIT CARD SALE \$208.15
VISA 6851

Retain this copy for statement validation

20-Nov.-2023 8:11:24p.m.
 \$208.15 | Method: CONTACTLESS
 Visa Credit XXXXXXXXXXXX6851
 Reference ID: 332500669962
 Auth ID: 059034
 MID: *****4121
 AID: A0000000031010
 AthNtwkNm: VISA
 NO CARDHOLDER VERIFICATION
 www.woodworkyeg.com

Clover ID: QYRQ9FCP1BWJY

- ✓ AnneMarie 1-6510-41 — 03964-80 (\$41.63)
- ✓ Kathleen 1-6510-42 — 00093-80 (\$41.63)
- ✓ Laurel 1-6510-43 — 07408-80 (\$41.63)
- ✓ Cynthia 1-6510-41 — 06513-8 (\$41.63)
- ✓ Dorraine 1-6510-41 — 06512-80 (\$41.63)

meals
at ASBA
Conference